

GSA Telework During Reentry

More than 99% of GSA employees currently have a Telework & Remote Work Agreement in place. During the Reentry process, GSA is working with employees and supervisors to update Telework & Remote Work Agreements to reflect GSA's vision for future of work. Employees and supervisors should complete the actions below to set expectations and update Telework & Remote Work Agreements in alignment with GSA's Reentry timeline.

KEY REENTRY DATES

VOLUNTARY REENTRY BEGINS

January 4, 2022

Beginning on January 4, 2022, employees may voluntarily enter GSA facilities. Supervisors may not require their employees to reenter facilities until January 31, 2022, except for mission critical reasons.

FULL REENTRY BEGINS & DUTY STATION CHANGES ARE PROCESSED (IF APPLICABLE)

January 31, 2022

Employees will begin reporting to facilities based on their planned telework schedules.

OHRM will also process duty station changes (as needed) in HRLinks on or before January 31, 2021.

PAY CHANGES EFFECTIVE (IF APPLICABLE)

February 14, 2022

Duty station and pay changes, if applicable, take effect. Updated duty stations will also be captured in Telework & Remote Work Agreements.

TELEWORK & REMOTE WORK AGREEMENT UPDATES OCCUR

February 18 - March 18, 2022

Agreements will be updated based on position categorization and telework schedule discussions between employees and direct supervisors.

EMPLOYEE & SUPERVISOR ACTIONS

- ☐ **SUPERVISOR & EMPLOYEE DISCUSSIONS**
November 29 - December 31, 2021
Meet with your supervisor to validate planned telework or remote work schedule for preparation for Reentry in January.
- 1** ☐ **TIMEKEEPING CODES**
January 4 - January 31, 2022
If you report to a facility, submit time as you normally would when working from an office. Employees who work remotely should begin using situational telework code (091) in place of emergency telework code (090) on timesheets.
- 2** ☐ **TIMEKEEPING CODES**
ALIGNED TO PLANNED SCHEDULES
January 31, 2022
Remote workers should start using full-time telework code (093) on timesheets. Review [InSite](#) for more information about telework codes, or contact GSA's Telework Coordinator, Michele.Daughtry@GSA.gov with questions.
- 3** ☐ **VALIDATE SF-50 FORMS & PAY & LEAVE STATEMENTS**
February 18, 2022
Review your SF-50 to confirm the correct duty station. Review your pay and leave statement, if locality pay was impacted.
- 4** ☐ **UPDATE TELEWORK & REMOTE WORK AGREEMENTS**
February 18 - March 18, 2022
Submit your Telework & Remote Work Agreements in HR Links to document work schedules and validate your duty station.

EMPLOYEE RESOURCES



[Telework Education Resources on OLU](#)



[GSA's Reentry Insite Page](#)



[GSA's Telework Coordinator
Michele.Daughtry@GSA.gov](mailto:Michele.Daughtry@GSA.gov)